**ALAMEDA CTC ADMINISTERED FUNDS**

**FINAL REPORT**

|  |  |
| --- | --- |
| PROJECT TITLE: |  |
| PROJECT SPONSOR: |  |
| AGREEMENT NO: |  |
| Date: |  |

1. **Project Funding Agreement Closeout Confirmation**

Yes No

[ ]  [ ]  Project scope is complete per the project funding agreement.

[ ]  [ ]  All required deliverables submitted to Alameda CTC.

[ ]  [ ]  Annual publicity requirements to highlight the projects were documented and met.

[ ]  [ ]  Project Sponsor will keep records of expenses, insurance, reporting as required.

[ ]  [ ]  All Request for Reimbursements are submitted; no additional requests anticipated.

[ ]  [ ]  Unspent and remaining Alameda CTC funds are to be disencumbered.

[ ]  [ ]  Submittal of Final Report constitutes closing out the funding agreement and/or project.

1. **SUMMARY OF PROJECT ACCOMPLISHMENTS AND OUTCOMES** *Describe the improvements constructed, and/or services provided and the resulting benefits.*
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1. **PERFORMANCE REPORTING**

[ ]  Project is a capital project, and does not have performance targets and goals to monitor.

[ ]  For projects that have specific performance targets, complete the Table below.

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| --- |
| **Table 1 - Performance Measures Report** |
| **No.** | **Performance Measure**  | **Target** | **Cumulative Performance**  | **Performance Measure Target Achieved?***If no, provide an explanation.* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

Performance measures and targets must be consistent with the Project Funding Agreement.

1. **EXPENDITURE SUMMARY**

Summarize the total project expenditure by phase. List the Alameda CTC Administered Funds by fund source, and by phase.

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| **FINAL EXPENDITURE SUMMARY** ($ x 1,000) |
|  | **Alameda CTC Administered Funds** |  |
| **TASK** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **Matching Funds** | **Total****Expenditures** |
|  | $  | $  | $  | $  | $  |
|  | $  | $  | $  | $  | $  |
|  | $  | $  | $  | $  | $  |
|  | $  | $  | $  | $  | $  |
| **Total Expenditures** | **$**  | **$**  | **$**  | **$**  | **$**  |

Instructions/ Notes:

1. Tasks and Agreement amount by Task are based on the funding agreement.
2. Identify the source of Alameda CTC Administered Funds in the table header per the funding agreement.